



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

**MATERIAL TESTING LABORATORY
PREQUALIFICATION APPLICATION
INSTRUCTIONS FOR FORM 48T**

Revised: December 2004

<p>State of New Jersey Department of the Treasury Division of Property Management and Construction</p>	<p>MATERIAL TESTING LABORATORY PREQUALIFICATION APPLICATION INSTRUCTIONS FOR FORM 48T</p> <p>12/04</p>
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INTRODUCTION:

N.J.A.C. 17:19-54 requires that firms wanting to be considered for professional consultant work with the Division of Property Management and Construction (DPMC) be "prequalified" by the Division. Form 48T is provided for the purpose of allowing interested firms to submit appropriate information on experience, capabilities and staffing in order to become "prequalified" by the Division. Prequalification may be required by various counties, municipalities, Boards of Education and other state committees, authorities and organizations in order to be considered for professional consultant services.

The preparer of this application must be a Principal of the firm.

The application will be thoroughly evaluated by the DPMC's Prequalification Unit taking into consideration the following factors:

1. Company profile
2. Financial stability and viability as a going concern
3. Integrity
4. Experience and capabilities

The firm will be entitled to apply for professional consultant services contracts for material testing or to serve as the sub-consultant for materials testing for a professional consultant services contract within its approved discipline.

A firm's prequalification rating will be valid for a period of **two years**. The expiration will be noted on the NOTICE OF PREQUALIFICATION, Form 48TN.

ONLY ORIGNIAL SIGNATURES WILL BE ACCEPTED FOR SECTIONS 13, 16, 23 AND 24. DO NOT SEND COPIES.

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DEFINITIONS:

“Certified Technical Staff” are technical staff who are not professionals licensed by the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, but are technical staff holding certifications issued by various Professional Associations, Societies or Institutions, such as NICET, SAT, CIAP, ACI, AWS, etc.

“Preparer” means a principal of the firm who prepares and signs the application.

“Professional Consultant Services” are those professional services associated with research, development, design and construction administration, construction management, alteration, or renovation of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. These services may include studies, investigations, surveys, testing, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, preparation of operating and maintenance manuals, and other related services.

“Parent Firm” is that firm, company, corporation, association, or conglomerate which is the major stockholder or highest tier owner of the firm completing this application.

“Principals” are those individuals in a firm who are full-time and possess responsibility for its business enterprise and profitability.

“Shareholders” are owners of stock or other securities that can be converted to stock that, if exercised, would constitute 5% of the firm’s

issued stock. Other securities include stock options, secured or unsecured bonds, warrants and rights.

Note: Applicant firms that are publicly held corporations should list the president, treasurer, shareholders of 5% or more of the firm’s issued stock, and only those officers and officials who meet the definition of “Principals”.

“Specialty” or “Discipline” refers to the primary technical capability of individuals in the responding firm. Possession of an academic degree, professional registration, or certification in a given field of practice usually reflects an individual’s primary technical specialty.

“Key Personnel” are full time management and technical staff who have a significant role in a firm. They may be associates, studio directors, project managers, section chiefs, crew chiefs, laboratory heads, department heads, job captains or related personnel.

“Minority Business Enterprise (MBE)” is a firm in which at least 51 percent of the beneficial ownership is held by minorities, is certified by the N.J. Commission on Commerce & Economic Development and whose management and daily business operations are controlled by one or more such minority individuals.

“Small Business Enterprise (SBE)” is a firm that is independently owned and operated with 100 or fewer employees having its principal place of business located in New Jersey. To be certified by DPMC as an SBE, the firm must be registered by the NJ Commerce & Economic Development Commission.

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“Women Business Enterprise (WBE)” is a firm in which at least 51 percent of the beneficial ownership is held by a woman, is certified by the N.J. Commission on Commerce & Economic Development and whose management and daily business operations are controlled by a woman or women.

INSTRUCTIONS FOR FILING:

All items must be completed. If a particular question does not apply, the response must state “not applicable” or “N/A”. If incomplete, the firm will be contacted for additional information prior to a detailed review, which may delay the prequalification process.

Any firm seeking prequalification must have at least one principal on its staff, who has been engaged in active private practice for at least two years or has been a principal for a period of at least two years in another firm immediately preceding its request for prequalification.

Box 1. Staff size includes all staff located at this business address, including principals, technical staff and field staff. **Clerical support staff is not to be included.**

Box 2. A federal tax ID number may be obtained from the Internal Revenue Service. Individuals or small firms may use their Social Security Number.

Box 3. Date application prepared.

Box 4. Firms which are **Professional Corporations (Subchapter S)** must submit a copy of their firm’s “Certificate of Incorporation-Professional Services” which is issued by the NJ Department of the

Treasury, Division of Revenue, Commercial Recording. Contact NJ Business Services at 609-292-9292.

Any other type of consulting firm (Construction Management, Environmental Consultant, etc.), which is a **General Corporation** must submit a copy of the firm’s “Certificate of Incorporation” if a New Jersey firm or a “Certificate of Authority” (<http://www.nj.gov/treasury/revenue/pdf/forms/pubrec.pdf>) if a foreign general corporation, issued by the NJ Department of the Treasury, Division of Revenue, or a copy of the firm’s corporation papers stamped “Filed” by the NJ Department of the Treasury, Division of Revenue, Commercial Recording.

A Limited Liability Corporation (LL Corp) must submit a Certificate of Authority from the appropriate State Licensing Board.

A Limited Liability Company (LL Company) must submit a Certificate of Formation stamped “filed” from the NJ Department of the Treasury.

Box 5a. If an MBE, SBE or WBE box is checked, proof of certification by the NJ Commerce and Economic Development Commission, must be included in the application package.

Box 5b. State law requires that all consultants, contractors, and subcontractors to provide proof of their registration with the State of New Jersey, Department of the Treasury, Division of Revenue. To contact the Division of Revenue Client Services, call (609) 292-1730 or visit their website: www.state.nj.us/njbgs/services.html. **Enclose a copy of the firm’s “Business Registration Certificate” with the application.**

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Box 5c. Pursuant to P.L.2003, c.117, all firms are required to remit a non-refundable fee of \$100. The company check should be made payable to “Treasurer – State of New Jersey.”

Box 6. If the laboratory is accredited by the American Association of State Highway Officials (AASHTO), the Cement and Concrete Reference Laboratories (CCRL), or other accrediting association, please indicate by checking the appropriate box. If the laboratory is accredited by an association not listed, please type in the appropriate name in the space provided. Provide a copy of the accreditation. If the laboratory is not accredited, please insert “none”.

Box 7. See definition of “Parent Firm.”

Box 8. Do not provide any former firm names beyond 10 years.

Box 9. The qualifications and staff size of a single satellite office will be taken into consideration during the prequalification process. List the satellite office to be considered. Provide a list of all other satellite offices on a separate sheet. Only the full time staff in the designated satellite office should be included in Sections 13 and 19.

Box 10. Include the contact information for any other public agencies, departments or authorities for which the firm holds a current prequalification.

Box 11. Place a check in the appropriate boxes and add any memberships not listed. Proof of membership must be attached. Membership must be in the name of the firm or a principal of the firm.

Box 12. Submit a box diagram of the firm’s organization including titles, names and reporting relationships of principals and key personnel. Include charts for the parent firm and satellite office if applicable. The charts should be detailed enough to fully explain the firm’s organization. Use additional sheets if necessary.

Box 13. List only staff registered, licensed or certified by the State of New Jersey or holding certifications issued by various Professional Associations, Societies or Institutions (see definition of “Certified Technical Staff”). **The signature of each person listed must be included.**

Box 14. See the definition section for “Principals” and “Key Personnel.” Attach copies of all registrations or certifications if other than registered architect, professional engineer, professional planner, licensed surveyor, or landscape architect. **DO NOT ATTACH RESUMES.** Use only the space provided in Box D for each person. Use additional sheets if necessary.

Box 15. See the definition section for “Certified Technical Staff.” Attach copies of all registrations or certifications if other than registered architect, professional engineer, professional planner, licensed surveyor, or landscape architect. **DO NOT ATTACH RESUMES.** Use only the space provided in Box D for each person. Use additional sheets if necessary.

Box 16 Answer all of the questions. If any require an explanation, do so as an attachment marking each page with the firm’s name and federal tax ID number. Round out Gross Fees to the nearest \$100.

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Box 17. Provide financial statements for the last two fiscal years.
THE FINANCIAL STATEMENT IS MANDATORY.
REQUESTS FOR QUALIFICATION WILL NOT BE
PROCESSED WITHOUT THE ACCOMPANYING VALID
FINANCIAL STATEMENT.

The financial statements must be:

- Completed by an accountant or certified public accountant, not by a tax professional;
- Submitted with a copy of the accountant's signed cover letter. Such financial statements shall be completed by a certified public accountant or public accountant who is independent of, and not an employee of, the firm for whom the financial statements are being provided;
- Cannot be consolidated statements.

Note that tax returns WILL NOT be accepted unless the firm is a sole proprietorship.

Box 18. List all testing equipment owned by the firm. Complete all requested information. Do not leave any blanks. If a particular piece of testing equipment does not require any regular service or calibration insert "none" or "N/A" in the appropriate boxes.

Box 19 This section contains a listing of specialty areas. Please place checks in the columns adjacent to those specialties offer by the firm and for which the firm seeks to be approved. Add any additional specialty areas in the appropriate category if they are not listed. Should staff members be qualified in more than one discipline or specialty area, they may be included as staff in as many specialty areas/disciplines as apply.

Insert the name of the "Principal", "Key Personnel" or "Certified Technical Staff" person who is responsible for the technical accuracy of that particular testing specialty. The responsible person must be a full time member of the firm and must sign in the appropriate box(es) to certify that the information is accurate and that their certification is current. If the firm has more than one person responsible in a given specialty all must sign. (Use an attachment if necessary).

Box 20. In order to achieve a prequalification in a specific specialty/discipline, a minimum of three (3) projects must be listed; two (2) of which have been completed. In the left hand column titled "specialty type," include as many codes as apply to the type of work performed on that project. **All projects must have been completed within the past ten (10) years.** Use additional sheets if necessary.

Box 21. Complete all items on this form. Do not attach insurance documents.

Box 22. Self-explanatory.

Box 23. Each Principal listed in section 14 must complete and sign a separate certification. Please note that each certification must be notarized.

Box 24. Certification by Preparer. All of the items on Form 48T must be complete. The completed form must be signed by a Principal of the firm, preferably the Chief Executive Officer, and notarized. If the firm is a corporation, the corporate seal must be affixed.

If you have questions about the information required on this application, call (609) 984-6979.

DO NOT bind or staple the application package. Clipping the form together with the required certificates is sufficient.

Send the original application only. It is not necessary to send copies.

Mail the completed original application and the check for the prequalification fee. If the package is sent for overnight delivery, please use the street address. When mailing, use the post office box.

Prequalification Unit
Division of Property Management & Construction
State of New Jersey - Department of the Treasury
PO Box 034
33 West State Street, 9th Floor
Trenton NJ 08625-0034

PROCESSING

The Consultant Prequalification Unit has 30 days from receipt of the COMPLETE APPLICATION to review and process it. In the event that additional information or clarification is required, the requested information must be received before the application will be deemed complete and the 30 calendar day processing time begins.

Upon the completion of the review of the firm's application, a "Notice of Prequalification" will be issued.

APPEALS

If a firm does not agree with its prequalification rating or the denial of a prequalification rating, it may appeal, in writing to the Prequalification Unit for reconsideration. The reasons for the appeal

must be detailed and specific points to be reconsidered must be included in the appeal. Results of this re-evaluation will be made known to the firm in writing. If the firm still does not agree with its prequalification rating, it may appeal in writing to the Executive Director of the Division of Property Management and Construction whose decision shall be final.

UPDATING FORM 48T

In the event of changes in ownership, address, circumstances, conditions or status of the firm that would require amending the answers to this application, or change the prequalification rating or specialty/discipline, the applicant **MUST** notify the Prequalification Unit in writing of such changes within 60 calendar days after the change has occurred. Failure to do so may result in the temporary suspension of the firm's prequalification to submit proposals on professional consultant services contracts or to serve as sub-consultant on such contracts until the application is amended to reflect the current status and reviewed by the Prequalification Unit.

The Department of the Treasury reserves the right to review the application at any time to verify the information provided. In order to keep the file as current as possible, please provide copies of renewed licenses and certificates, including MBE, SBE and WBE certificates.

The firm may amend its Form 48T anytime if changes in the condition or status of the firm may result in an upgrade the firm's rating. A letter of explanation, appropriately revised Section of the form along with the appropriate back up data will be required in order to properly evaluate the request.